



Alaska Department of Education & Early Development

Migrant Education Program 2013 Fall Training Registration

Complete this form and return to Jannessa Luerra by email at jannessa.luerra@alaska.gov or by fax at 907-465-2989 (ATTN: Jannessa Luerra)

DEADLINE: August 12, 2013

ONE trainee per application only

Name: _____

Position: _____

District/School: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

I am: (check one)

- ☐ registering for **training and reimbursement** (fill out reimbursement section below)
- ☐ registering for **training only** (no reimbursement; go to bottom of page to select training)

Reimbursement Estimate:

Complete the following section for reimbursement. School district employees must follow their district procedures and reimbursement will be made through a staff development contract.

Airfare <input type="checkbox"/> or mileage <input type="checkbox"/> :	_____ miles @	\$ _____ /mile =	\$ _____
Hotel (Gov/School rate; max. 3 nights):	_____ nights @	\$ _____ /day =	\$ _____
District per diem (max. [_____]/day):	_____ days @	\$ _____ /day =	\$ _____
Parking/Cab fare:	_____	=	\$ _____

TOTAL REIMBURSABLE COSTS

\$ _____

District Approval (FOR REIMBURSEMENT ONLY)

Supervisor Name: _____ Date: _____

Supervisor Title: _____

Supervisor Signature: _____

Please put a check by your preferred training location and date (details on back)

✓	RECRUITER TRAININGS
	Anchorage, August 26-27
	Bethel, August 28-29
	SWR/Dillingham, September 4-5
	Anchorage, September 10-11
	Fairbanks, September 12-13
	Kotzebue, September 17-18
	Experienced Recruiter Webinar, September 19 (1 PM-3 PM)

✓	RECORDS MANAGER TRAININGS
	Anchorage, August 27 (1 PM-4 PM)
	Anchorage, September 11 (1 PM-4 PM)
	Experienced Records Manager Webinar, September 20 (1 PM-3 PM)

OVER ► ► ► ► ► ► ► ►

Training Details
(Please mark choice on other side of form)

<p>ANCHORAGE RECRUITER TRAINING August 26 (8 AM-4 PM) August 27 (8 AM-12 PM) BP Energy Center 900 E. Benson Accommodations Residence Inn – Anchorage 1025 E. 35th Avenue Anchorage, AK RESERVATION CODE: “AK MIGRANT ED” Phone: 800-314-0781 Rate: \$213.00 (+ 12% bed tax per night)</p>	<p>BETHEL RECRUITER TRAINING August 28 (8 AM-4 PM) August 29 (8 AM-12 PM) Lower Kuskokwim School District Office 1004 Ron Edwards Memorial Dr. Bethel, AK 99559</p>
<p>SOUTHWEST/DILLINGHAM RECRUITER TRAINING September 4 (8 AM-4 PM) September 5 (8 AM-12 PM) Southwest Region School District Office 574 Kenny Wren Rd, Dillingham, AK 99576</p>	<p>ANCHORAGE RECRUITER TRAINING September 10 (8 AM-4 PM) September 11 (8 AM-12 PM) BP Energy Center 900 E. Benson Accommodations Residence Inn – Anchorage 1025 E. 35th Avenue Anchorage, AK RESERVATION CODE: “AK MIGRANT ED” Phone: 800-314-0781 Rate: \$213.00 (+ 12% bed tax per night)</p>
<p>FAIRBANKS RECRUITER TRAINING September 12 (8 AM-4 PM) September 13 (8 AM-12 PM) Fairbanks School District Office 520 5th Ave, Fairbanks, AK 99701 Accommodations Springhill Suites – Fairbanks 575 1st Avenue RESERVATION CODE: “AK MIGRANT ED” Phone: 800-314-0858 Rate: \$154.00 (+ 12% bed tax per night)</p>	<p>KOTZEBUE RECRUITER TRAINING September 17 (9 AM-4:30 PM) September 18 (9 AM-12:30 PM) Northwest Arctic School District Office 744 3rd St, Kotzebue, AK 99752</p>

<p>ANCHORAGE RECORDS MANAGER TRAINING August 27 (1 PM-4 PM) UAA College of Business Computer Lab- Rasmussen Hall (Same as last year) University of Alaska Anchorage Room 215 Phone: 907-786-4113</p>	<p>ANCHORAGE RECORDS MANAGER TRAINING September 11 (1 PM-4 PM) UAA College of Business Computer Lab- Rasmussen Hall (Same as last year) University of Alaska Anchorage Room 215 Phone: 907-786-4113</p>
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<p>EXPERIENCED RECRUITER <u>WEBINAR</u> September 19 (1 PM-3 PM) Must have at least 3 years of Migrant experience to attend experienced webinar. Log-in instructions will be sent closer to date.</p>	<p>EXPERIENCED RECORDS MANAGER <u>WEBINAR</u> September 20 (1 PM-3 PM) Must have at least 3 years of Migrant experience to attend experienced webinar. Log-in instructions will be sent closer to date.</p>
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